

Table of Contents

8.6	Common Processes	8.6-1
8.6.1	Documents and Document Types for HIP	8.6-1

8.6 Common Processes

Common processes include:

- Creating, Parking, Forwarding, Getting and Opening Tasks, refer to [Section 3.11.1, Creating, Parking, Forwarding, Getting and Opening Tasks <insert hyperlink to 3.11.1>](#)
- Managing Documents, refer to [Section 3.11.2, Document Management <insert hyperlink>](#)
- Searching for a Person, Case, Task or User, refer to [Section 3.11.3, Search Instructions <insert hyperlink >](#)
- Sending Notices, refer to [Section 3.11.4, Sending Notices <insert hyperlink>](#)
- Processing Solicited Documents, refer to [Section 3.11.5, Processing Solicited Documents <insert hyperlink>](#)

The specific instructions for each of these common processes are found in referenced sections.

8.6.1 Documents and Document Types for HIP

Since HIP documents are being added to the document management process, the following documents and document types have been identified for use. These will be incorporated into the Document and Document Type Matrix, References Section 4.3 for the next submission:

HIP Document	Document ID	Document Type
Application for Healthy Indiana Plan	TBD	HIP Application Form
Pending Verifications for Applicants/Recipients	FI 2032	Eligibility Support Documents
HIP Client Report of Change	TBD	HIP Client Notice
HIP POWER Account Payment Status	TBD	HIP Payment Status